

## **Request for Proposals**

# **Planning Raleigh 2030: An Update to the Comprehensive Plan for the City of Raleigh, 2010-2030**

City of Raleigh, North Carolina

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**Department of City Planning**

January 22, 2007

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## **I. PROJECT SUMMARY**

### **A. Introduction**

The City of Raleigh requests proposals from qualified consultants to assist the Department of City Planning (DCP) and an Interagency Working Group in preparing a new Comprehensive Plan for the City. A capital city with a population of about 360,000, Raleigh is the largest municipality in a complex and rapidly growing region famous for the Research Triangle Park and its wealth of research universities and other institutions of higher learning. The City's current Comprehensive Plan is nearly 20 years old, and the rapid pace of growth along with the emergence of new development and planning trends has created the need for a far-reaching update.

The proposed outline for the new Plan takes the existing plan as a point of departure, but proposes a new outline with new elements intended to strengthen the plan as a policy document, make it more user friendly, eliminate redundancies, and reorient it to address emerging planning issues including environmental sustainability, transit oriented development, and healthy communities.

### **B. Project Approach**

The selected consultant team will work in partnership with the Department of City Planning and the Interagency Working Group to develop the plan. It is anticipated that DCP will take the lead with regards to public outreach with consultant advice and support; that certain routine elements will be overseen in house by City staff; but that the consultant team will be responsible for land use and data analysis and the bulk of the plan narrative, including key elements for which the City lacks the necessary capacity and expertise, and/or where new thinking and national best practices are needed. The consultant team will be responsible for the quality and comprehensiveness of their written and graphic materials; however, DCP will be responsible for the final integration, edit and format of the document.

### **C. Important Dates**

- RFP available—January 22, 2007
- Pre-proposal meeting in Raleigh—February 2, 2007
- Deadline for submitting questions—February 9, 2007
- Deadline for Proposals—February 23, 2007
- Consultant interviews—Week of March 12 – March 16, 2007
- Recommendation to Council—March 20, 2007

#### **D. Submission Requirements**

Bidders are required to submit ten (10) copies of their proposal by close of business on February 23, 2007. The proposals should be delivered to:

Department of City Planning  
City of Raleigh  
One Exchange Plaza, Suite 304  
Raleigh, NC 27602-0590  
Attn: Comprehensive Plan Update

#### **E. Procedures**

Copies of the full RFP can be obtained by contacting the Deputy Planning Director, Ken Bowers, AICP, via email at [kenneth.bowers@ci.raleigh.nc.us](mailto:kenneth.bowers@ci.raleigh.nc.us). All firms planning to submit a proposal are encouraged to register with the City by sending an email to the Deputy Planning Director indicating their intent to respond.

A pre-proposal meeting will be held on February 2, 2007 at 10:30 AM in the Urban Design Center at 133 Fayetteville Street. The meeting will include a brief overview of planning issues in Raleigh by City staff, followed by questions and answers. Attendance is encouraged but not required, and attendance will not be used as a criterion in the selection process.

Following the pre-proposal meeting, interested bidders are invited to submit any written questions they may have. All questions must be submitted via email, preferably with the words "Comp Plan RFP" in the subject line, to the Deputy Planning Director. All questions will be compiled, and a complete list of written questions and answers will be forwarded to all firms that have attended the pre-proposal meeting and/or registered with the City.

Responding firms must submit their proposals by close of business on February 23, 2007. The proposals must conform to the requirements set forth in this RFP, and must include a cover letter, scope of work, identification of the roles and responsibilities of all team members, a statement of qualifications for all team members, references, identification of any Minority/Woman Business Enterprises (MWBE), and a schedule and cost estimate.

All proposals received will be reviewed by a selection committee composed of City Staff and Wake County Planning staff against the selection criteria set forth in this RFP. A short list will be developed. Short-listed firms will be invited to interview with the City during the week spanning the end of February/beginning of March. Based on the interviews, a final selection will be made.



## **II. PROJECT BACKGROUND**

### **A. Overview**

The Department of City Planning (DCP) is seeking assistance with a full update of the City's Comprehensive Plan (Comp Plan). The existing Comp Plan was written during the 1980s, adopted in 1989 and amended frequently since that time. The Comp Plan is almost 20 years old and does not provide the guidance needed to address current issues and guide future growth. It also contains redundancies and conflicting policies, lacks measurable targets and actions, and is difficult to use.

A new plan is needed to ensure that Raleigh's quality of life continues to be protected as the City grows, emphasizing neighborhood preservation, a strong economy, ample parks and recreation, improved mobility for all modes of transportation, and the protection of the City and region's natural resources and environmental quality. The Plan will serve as the policy framework for a wide range of decisions concerning land use, development, design, and public investment priorities. An extensive public input and outreach effort is planned that will serve as the foundation for the Plan's policies.

For these and other reasons, DCP has embarked on a Comp Plan update program. The goal is to produce a revised Plan that:

- Provides greater specificity
- Strives for simplicity and clarity
- Adds new elements
- Addresses the key issues facing the city today
- Tells a compelling, engaging story about the city's future
- Is supported by current, accurate, and comprehensive data
- Is clearly organized and easy to read
- Is graphically attractive, highly visual, and easy to use
- Provides a framework for shaping and managing the City's future growth
- Maintains a focus on the physical and economic aspects of the city, but also considers the spatial aspects of social issues such as public safety, education, and human services
- Incorporates best practices with regards to urban design, transportation, environmental stewardship and sustainability
- Provides a framework for other long-range plans in the city
- Includes specific implementation measures and strategies
- Links future growth and development to the Capital Improvement Plan

The consultant team shall work in close collaboration with City Planning staff for the duration of the project. City Planning staff will play an active and on-going role in project oversight, data collection and analysis, coordination among city and other agencies, community outreach, policy formation and writing/editing of the Comp Plan. The consultant team shall provide project management, technical expertise, mapping and graphics support, data collection and analysis, best practices research, policy development and testing, and drafts of key Plan Elements. Under City Planning's oversight, the consultant team's work efforts must be coordinated seamlessly so that local knowledge and experience complements the contracted team's expertise and vice versa.

## **B. Applicable Documents**

A review of the following documents may be helpful to prospective contractors. The successful consultant team shall be required to access and review these documents. Bidders are not expected to have reviewed every document, but should familiarize themselves with the City's current Comprehensive Plan and the Livable Streets Plan. Many of these plans without direct links can be found on the Publications page of the City's web site:

<http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&in%20hi%20userid=2&control=OpenSubFolder&DirMode=1&subfolderID=323>).

- Comprehensive Plan (<http://www.raleighnc.gov>)
- Downtown Livable Streets Plan (<http://www.raleigh-nc.org/planning>)
- Zoning Code (<http://www.municode.com/resources/gateway.asp?pid=10312&sid=33>)
- Capital Improvement Program  
([http://www.raleighnc.gov/publications/Administrative\\_Services/Budget/2006\\_Adopted/CO\\_R-Adopted\\_Capital\\_Improvement\\_Program-FY\\_2006-15.pdf](http://www.raleighnc.gov/publications/Administrative_Services/Budget/2006_Adopted/CO_R-Adopted_Capital_Improvement_Program-FY_2006-15.pdf))
- Wake County Public School System (WCPSS) Facilities Plan
- Wake County Land Use Plan
- North Carolina State Government Master Plan
- A Land Capacity Analysis, mapping and quantifying vacant, abandoned, and underutilized sites and their potential for new development ([www.raleighnc.com/planning](http://www.raleighnc.com/planning))
- Stormwater drainage basin studies and long-range plans  
[http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&parentname=CommunityPage&parentid=0&in\\_hi\\_userid=2&control=OpenSubFolder&subfolderID=1786&DirMode=1](http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&parentname=CommunityPage&parentid=0&in_hi_userid=2&control=OpenSubFolder&subfolderID=1786&DirMode=1)
- Redevelopment plans (on the Publications page under "Planning")
- The City's Consolidated Plan ((on the Publications page under "Community Development")
- The current Parks plan  
([http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&in\\_hi\\_userid=2&control=OpenSubFolder&subfolderID=2638&DirMode=1](http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&in_hi_userid=2&control=OpenSubFolder&subfolderID=2638&DirMode=1))

- The Five Year Transit Plan  
([http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&in\\_hi\\_userid=2&control=OpenSubFolder&subfolderID=2238&DirMode=1](http://www.raleighnc.gov/portal/server.pt?space=Dir&spaceID=1&in_hi_userid=2&control=OpenSubFolder&subfolderID=2238&DirMode=1))

## C. Comprehensive Plan

The Comprehensive Plan is an official long-range policy statement adopted and amended by formal resolution of the City Council. It is a major component of the planning process for the city as it guides the decision making process involving land use, public investment, and those city actions expected to influence physical development in the long-term. The comprehensive plan contains goals, objectives, policies and guidelines for growth, development and redevelopment of the city.

The *Plan Overview* includes an introduction and a summary of the population and employment characteristics of the City of Raleigh. The *Plan Framework* provides an explanation of Comprehensive Plan goals, objectives, policies, and guidelines as well as a discussion of the urban form principals upon which the plan is based.

The *Systems Plans* include goals and policies for public infrastructure systems such as the water and wastewater systems, storm water management, parks and recreation, and transportation systems. An Economic Development Strategy as well as a Housing Plan and Historic Preservation Plan are also included in the Systems Plans.

There are 10 planning districts within the City of Raleigh. For each planning district there is a district plan that provides details on existing conditions land use, density, urban form, and demographics.

Other elements of the existing Comprehensive Plan include:

- 2 Regional Center Plans
- 2 Business District Plans
- 2 Watershed Plans
- 9 Corridor Plans
- 20 Neighborhood Plans
- 32 Small Area Plans

It is anticipated that the future plan will include different elements than the current plan, and that some if not many of the small area plans may be folded back into the overall document.

## D. Project Area.

The total project area (see map in Appendix A) is approximately 213 square miles and consists of the 136 square mile city limits, the surrounding 47 square mile extraterritorial jurisdiction area and the 30 square mile designated future urban service area. The City is home to 360,000 residents with approximately 58 percent Non-Hispanic White, 27 percent African American, 10 percent Hispanic and 4 percent Asian. The City is divided into the following political, planning and advisory units:

- **5 Political Districts:** (*See map in Appendix A*) Districts were created for the purpose of voting and representation. There are eight members on the City Council. One Council member is elected to represent each District. The Mayor serves as the chair of the Council and there are two at-large Council representatives. Raleigh has a Council-Manager form of government.
- **10 Planning Districts:** (*See map in Appendix A*) There are 10 planning districts within the City of Raleigh jurisdiction. For each planning district there is a district plan that provides details on existing conditions including land use, zoning, and demographic projections. The system plans and urban form guidelines are also provided in greater detail for each district and include district-based maps. Within defined areas of each planning district, detailed plans have been prepared to address specific issues such as in Corridor Plans along the major roadways entering Raleigh, Neighborhood Plans, Watershed Plans, and Small Area Plans.
- **18 Citizen Advisory Council Areas:** (*See map in Appendix A*) There are 18 geographically located Community Advisory Councils (CAC), which are responsible for reviewing issues of interest to their own community/neighborhood, such as rezoning petitions, and expressing concerns to the City council. The CACs are the only advisory bodies of the City Council whose membership is strictly voluntary.

The Chairpersons and other officers are elected from among the members of each CAC neighborhood and items such as rezoning or development plans are discussed at the meetings. The opinions of CAC members and results of any votes taken at CAC meetings are presented to the City Council. The RCAC, the Raleigh Citizens Advisory Council is the overall body made up of the officers of each of the 18 community CACs.

- **74 Census Tracts:** The city's jurisdictional area census tracts have an average population of 5,200 people each. See map in Appendix A which illustrates population densities in each Tract.

## E. Stakeholders

The Comp Plan affects a long and diverse list of government, institutional, private, and neighborhood-based stakeholders. Many of these stakeholders have a strong interest in the Comp Plan update, given that it will guide future decisions about zoning, infrastructure, public facilities, growth, and the environment. The following list is only a sample of the stakeholders in the revision process:

- ***City Government Stakeholders:*** Key departments to be involved will be: the Mayor and City Council, City Manager's Office, City Attorney's Office, Public Utilities, Parks and Recreation, Community Development, Inspections, Public Works, Community Services and Information Technology (which includes GIS).
- ***Boards and Commissions:*** Planning Commission, Appearance Commission, Raleigh Historic Districts Commission, Arts Commission, Environmental Advisory Board, Stormwater Management Advisory Board, Downtown Housing Improvement Corporation, Parks Recreation and Greenway Advisory Board, Convention Center Commission, Raleigh Transit Authority, and the Board of Adjustment.
- ***County Government:*** Wake County provides services to unincorporated lands within the City's ETJ, and regulates land use outside of the City's ETJ but within the City's future Urban Services Area. Local schools are part of a unified Countywide school system. City-County cooperation and collaboration are considered an ongoing priority. Key agencies at the County level to be involved will include: Wake County Public Schools, Planning, Community Services, and Environmental Services.
- ***State Government Stakeholders:*** As Raleigh is the State's Capital, coordination at the state government level is also critical. Key agencies to be involved include the State Department of Transportation, the Department of Environment and Natural Resources (DENR), the State Property Office, and State Construction Office, which is coordinating an update to the State Government Master Plan, which includes significant land holdings in Raleigh.
- ***Agency Stakeholders:*** In addition to Wake County, these include adjacent municipalities, the Triangle Transit Authority (TTA), Capital Area Transit (CAT), the Capital Area Metropolitan Planning Organization (CAMPO), Raleigh Housing Authority (RHA), Raleigh/Durham Airport Authority, Greater Raleigh Convention & Visitors Bureau, Triangle J Council of Governments (TJ-COG), CCVRB, Research Triangle Park Foundation, and others.
- ***Private/Business Stakeholders:*** These include but are not limited to the Greater Raleigh Chamber of Commerce, Home Builder's Association of Raleigh-Wake County, Downtown

Raleigh Alliance (DRA), Greater Raleigh Merchants Association, Triangle Community Coalition, and the Triangle Commercial Association of Realtors (TCAR).

- ***Institutional Stakeholders:*** This includes universities and colleges (NC State University, Shaw University, Peace College, Meredith College, Saint Augustine's College, St. Mary's School), hospitals (including WakeMed, Rex Healthcare, and Duke General), and other nonprofits.
- ***Community Stakeholders:*** 18 CACs and dozens of community associations and neighborhood groups, including the Southeast Raleigh Assembly (SERA).
- ***Other Special Interest Groups:*** These include groups such as the Sierra Club, the Neuse River Foundation, Triangle Land Conservancy, local chapters of the AIA and ASLA, Preservation North Carolina, NC APA, Capital Area Preservation, Triangle Greenways Council, Community Advocates for Parks in Southeast Raleigh, People for Parks, Trees Across Raleigh, Land for Tomorrow, the Triangle Chapter of the U.S. Green Building Council, and Triangle Rails to Trails Conservancy, along with many others.

### **III. PLANNING CONTEXT**

#### **A. Overview**

Raleigh is the capital of North Carolina. It is also the largest municipality in both Wake County and the Research Triangle region, an economic region centered on the Research Triangle Park. The City and region's recent history has been one of rapid growth, both in terms of population and the economy. Within Raleigh's jurisdiction, approximately 5,500 new housing units have been certified for occupancy and 4.5 million square feet of non-residential floor space have been permitted, on average, in each of the past five years. Wake County is one of the fastest growing counties in the nation with a population estimated to exceed 950,000 by 2020. The City of Raleigh has more than 350,000 residents as of July 2006, reflecting population growth of more than 70,000 since the year 2000. The City adds about 12,000 new residents a year. Eighty-five percent of the City's population is the result of post-WWII growth.

The Research Triangle Region includes approximately 1.2 million residents and encompasses the communities of Raleigh, Durham, Chapel Hill, and Cary. Universities in the region include North Carolina State University, the University of North Carolina at Chapel Hill, Duke University, NC Central University, Shaw University, Meredith College, St. Augustine's College and Peace College. The region is a hotbed of technology and research activity. Research Triangle Park (20 miles west) is the home of major facilities for IBM, Northern Telecom, Glaxo-Smith-Kline, US EPA, Cisco Systems and other technology companies. North Carolina State University's Centennial Campus has during the past four years drawn a variety of private sector partners in pharmaceutical research, advanced engineering and software applications.

Like all municipalities in North Carolina, Raleigh enjoys broad annexation powers and has been able to expand both its corporate limits and its planning (extra-territorial) jurisdiction over time to take in development on its suburban fringe. A recent capacity analysis of the 20,000+ acres of vacant land within the City's jurisdiction estimates that there is the capacity for another 120,000 housing units and about 85 million square feet of non-residential floor space under current zoning, and without significant intensification of existing development patterns. Another 20,000+ acres of land, much of it lightly developed or underdeveloped, is programmed for future annexation in the City's short- and long-range Urban Services Areas.

This rapid growth has left the City and County with the need to rapidly expand and upgrade services and infrastructure to meet the needs of an expanding population and jobs base. As examples:

- Public education is provided by Wake County; current expansion plans over the next 6 years call for approximately 30 new school sites throughout the County, with several of these sites targeted for Raleigh’s high growth northwest, north, northeast and southeast areas. Municipal participation in school siting has historically been weak, but the County and municipalities are now working more closely together to identify and reserve school sites.
- The City and State DOT have been aggressively expanding the area roadway network to meet increased traffic demand. The City’s Beltline (I-440), a circumferential freeway once the dividing line between the “in-town” neighborhoods and the suburbs of “North Raleigh,” is now being encircled by a new ring road five miles further out known as the Outer Loop (I-540).
- Further, in response to concerns over congestion, air quality, and mobility, a number of potential transit investments are under consideration and study.
- Drinking water to support future growth remains an issue. The County limits development intensity around the City’s major watersheds, including Falls Lake, and is already pursuing acquisition of land for a new drinking water reservoir northeast of the City.

While the majority of the City’s development has been and continues to occur on greenfield sites at the City’s fringes, infill and redevelopment have been a growing part of the mix. The City’s downtown has seen a significant surge in both public and private investment, including the groundbreaking for the U.S. headquarters for the Royal Bank of Canada, and nearly 1,000 new housing units either constructed or soon to come on line. Major infill projects have also been approved at two key retailing hubs—Crabtree and North Hills—located along the Beltline. As congestion increases and land becomes scarcer, it is anticipated that interest in intensifying development patterns along key transportation corridors and in central locations will increase.

## **B. Recent Trends and Events**

The first five years of the 21st Century saw both a continuation of past trends, as well as the passing of significant milestones and the emergence of new trends.

- ***Downtown Revitalization:*** Raleigh’s downtown has gone through multiple cycles of decline, rebuilding, and reconfiguration over its 200+ year history. If the traditional downtown was primarily a pre-war phenomenon, Raleigh entered the post-war period with a downtown sized for a small town of fewer than 50,000 people. Since that time, significant portions of the downtown fabric have been eroded through teardowns for surface and structured parking. Downtown streets have been closed for redevelopment, including Halifax Street for the State



Government Center, and Cabarrus Street for Hanover Square, or reconfigured for traffic efficiency. In recent times, the downtown saw a spurt in office construction when its tallest two buildings were completed in 1991, but retail and residential continued to languish. The market entered a new era as the 21<sup>st</sup> century dawned, and today the downtown is experiencing significant residential growth, mostly in the form of multi-story mixed-use condominium buildings with structured parking. The development of the new Convention Center is also catalyzing new hotel development, and the office inventory has been expanded by new headquarters buildings for Progress Energy (completed 2 years ago) and the Royal Bank of Canada (under construction).

- ***Fayetteville Street & the Livable Streets Plan:*** A significant portion of the recent spurt in downtown development can be attributed to the implementation of the Livable Streets Plan, which set forth five big initiatives to be accomplished in five years (the Five in Five strategy). These were the demolition of the existing convention center and creation of a new center one block west; the reopening of Fayetteville Street Mall as a vehicular street; pedestrian realm improvements, including the reintroduction of two-way traffic on selected streets; regulatory reform, and downtown management. All five are either complete or substantially implemented. The recent reopening of Fayetteville Street has caused a particular splash; the “Raleigh Wide Open” celebration drew about 60,000 to downtown, and new restaurants and retail are beginning to spring up along the street and on adjacent side streets.
- ***Suburban redevelopment:*** While much attention has been on the downtown, the past few years have seen a significant retooling and intensification of established “inner ring” suburban shopping centers and neighborhoods. The redevelopment of North Hills, the City’s first enclosed shopping mall, into a neo-traditional mixed-use format has served as a catalyst for rising property values in the surrounding neighborhoods. An even bigger redevelopment proposal brought forth by the same developer (“North Hills East”) has been approved for a property assemblage across Six Forks Road. Two major redevelopments have been approved around Crabtree Mall, the City’s second enclosed mall. One of these, the Soleil Center, is proposed to be the City’s tallest building; the other, known as Crabtree Village, will be one of the most ambitious infill projects undertaken in the City in terms of remaking a topographically challenged site into a high-density, mixed-use destination. Outside of commercial areas, incremental infill development is intensifying established neighborhoods, both through lot recombinations that squeeze additional density out of existing properties, and tear-downs which lead to larger homes.
- ***Population growth:*** The City’s population has been on an accelerating growth path for the past 100 years. An estimated 70,000 people have been added to the City’s population in just six years since the 2000 Census. Growth has been aided by the City’s past annexation of important growth areas, including the developments known as Wakefield and Brier Creek.

- **Growth centers:** The major portion of the city's residential and non-residential growth has coalesced in three distinct areas: (1) the Brier Creek area in the northwest section of the City, around the intersection of I-540 and U.S. 70; (2) in the northeast quadrant of the City, where significant areas of undeveloped land exist, and where the opening of I-540 has provided vastly improved access to major employment centers; and (3) in the southeast where the remaining large tracts of commercial and industrial land are found. Areas (1) and (2) contain Regional Focus Areas, which are programmed in the current Comp Plan for more intensive mixed-use development.

### C. Recent Planning and Public Policy Activities

DCP is undertaking the following planning initiatives that will inform the Comprehensive Plan. Information on each of these initiatives can be found at [www.raleighnc.gov/planning](http://www.raleighnc.gov/planning).

- **The Wayfinding Study:** A study currently underway to develop a wayfinding system for the downtown and its environs. The new Convention Center, currently under construction, is already exceeding expectations for bookings by as much as 100 percent, underscoring the need for an effective signage system to direct visitors how best to get downtown and find all of the many different attractions and districts. It is anticipated that the study will be complete by Fall of 2007, with implementation to occur over the following 12 months.
- **Intermodal Transportation Study:** A comprehensive look at a complex rail junction on the west side of Downtown that has been proposed as the focus for a number of existing and future passenger and commuter rail services, and a potential new location for the local bus transfer hub. The study is expected to kick off in the Spring of 2007 and last for approximately 10 months.
- **Downtown Parking Study:** A comprehensive study of parking within the downtown area and adjacent pedestrian business districts is currently being contemplated. If budgeted, the study is expected to go out to bid in the Spring of 2007 and get underway during the summer. Unlike past studies which focused exclusively on whether and where to build a municipal parking deck, the new study will analyze on- as well as off-street supply and parking management practices with a view towards maximizing the utilization and benefit of existing off-street facilities and on-street capacity.
- **Big Ideas Planning Week:** Raleigh is an emerging 21<sup>st</sup> Century that will be one of the top 50 most populated cities within the next few years. To capitalize on Raleigh's growth, national planning visionaries and local experts will be assembled in March 2007 to explore big ideas for the City of Raleigh. The week will serve as a creative outlet, an opportunity to think big

about Raleigh's future and to identify unique opportunities to capitalize on Raleigh's rising international status.

- **Public Realm Strategy:** A detailed assessment of the public realm elements in the downtown, including sidewalks and streetscapes, public plazas and parks, pedestrian facilities, street furniture, and public art. A RFP will be issued in 2007. The study should take 12 months to complete.
- **Private Use of Public Space:** A new and simplified regulatory regime for such activities as sidewalk cafes, street and sidewalk vending, and street performers has been drafted as is currently before the City Council for approval.
- **Downtown Overlay District:** The primary zoning vehicle for the downtown core continues to evolve. The text was recently amended to permit increased residential densities. Under consideration are possible exemptions to certain of the City's parking, open space, tree preservation, and stormwater standards. A text change for the open space and parking exemptions could be adopted as early as Spring 2007.
- **Dorothea Dix Conceptual Plan:** Several entities, including Wake County, the City of Raleigh and a team of experts from the Urban Land Institute have prepared a conceptual plan and strategy for the reuse of the Dorothea Dix campus, a State-owned historic and pastoral mental health facility occupying 306 acres in close proximity to downtown. The County/City and ULI plans call for a significant urban park component, as well as new residential and mixed-use development and the retention through lease agreements of some mental health offices on the site. The State Legislature may make a decision on the disposition of the Dix property in 2007.
- **Southwest Planning District Update:** An update to the district plan for the Southwest District has been prepared and is currently before the Council for approval. A centerpiece of the plan is a development strategy for the area south of NC State and enveloping the Mission Valley shopping plaza, which calls for new housing and mixed use development as well as open space amenities.
- **City Plaza Design:** City Plaza is a public square that used to be a component of the Fayetteville Street pedestrian mall and the front door to the City's Convention Center. With the removal of the mall and demolition of the old Convention Center, a significant redesign is necessary. Project for Public Spaces recently conducted a three-day charrette to generate a concept, program, preliminary design, and management plan for the Plaza. The results have been formulated into a draft plan that has been presented to various bodies including the Planning Commission and received unanimous endorsements. The plan continues to be refined and improved.

- **Hillsborough Street Roundabouts:** The Hillsborough Street Partnership, with funding provided by the City, has developed an improvement plan for Hillsborough Street, the City's longest traditional retail street and the front door to NC State University's north campus. The plan calls for extensive streetscape improvements as well as major changes in street geometry, going from a four to two-lane configuration with double-loaded on-street parking. The most striking feature of the plan is its proposal to maintain traffic flow through the replacement of 11 traditional intersections with modern roundabouts. An initial phase of the improvement plan is currently before the City Council for funding.

A variety of planning activities are also completed or underway in other City and regional agencies and departments, including:

- **Housing Best Practices:** DCP and Community Development are overseeing a consultant study of the City's current policies and programs related to affordable housing provision and production. The study kicked off in November of 2006 and is expected to be completed by March of 2007.
- **Center of the Region Enterprise (CORE):** The CORE report contains a detailed look at land use and transportation issues and policies affecting an area that includes portions of Raleigh, Durham City/County, Cary and Morrisville. The plan affects the Briar Creek portion of Raleigh. A key transit opportunity is for a transit loop that would connect existing and future TTA services with a wider array of destinations.
- **Economic Development Policy:** North Carolina voters recently passed enabling legislation for Tax Increment Financing (known as Project Development Financing through Self Financing Bonds in North Carolina), and Raleigh has received its first developer request for City participation in financing a particular project. The City is now considering whether to adopt a formal policy for the use of Project Development Financing specifically and public sector financial participation in private development projects generally. This effort is being led by the City Manager's office with support from DCP and the Finance Department, as well as the participation of the County.
- **Regional Transit Blueprint:** Triangle J-COG along with the two regional MPOs is currently putting together a shared GIS database of planning data to be used to evaluate the potential for major transit investments involving one or more identified of priority transit corridors located throughout the entire region.
- **US 1 Corridor Study.** CAMPO has retained the consulting firm of RS&H to undertake a study of the US Highway 1 corridor between the I-540 interchange and the interchange with US Highway 1A in Franklin County. The study kicked off in late 2005 with public information sessions being held in the spring and summer of 2006. The study is driven by

four factors: (1) the need for considerable physical improvements to restore capacity; (2) the need to evaluate current and future land uses along the corridor before making capital investments; (3) the need to preserve future right-of-way and ensure connectivity; and (4) the need for a balanced, multi-modal approach. Under consideration is a Memorandum of Understanding including all counties and municipalities with land use authority along the corridor, which would include the creation of a Council of Planning to review major land use changes within the corridor area.

- **TTA Regional Rail System Plan:** The Triangle Transit Authority has developed a plan for bringing Regional Rail service to the Triangle region, utilizing existing and new tracks on existing rail corridors. The first phase of the plan included a rail line running from downtown Raleigh to downtown Durham, with stops serving the Research Triangle Park and other destinations in between. Later phases would extend to North Raleigh. The future of the plan is currently uncertain, as TTA has withdrawn its application for federal funding for the first phase.

#### **D. Issues and Considerations**

The Comprehensive Plan Update should be sensitive to the following considerations:

- **Schedule.** The process should start in the first half of 2007 with the Submittal of a Public Review Draft Plan by late 2008, followed by public hearings and adoption in early 2009.
- **Public Involvement.** The update process should include public participation, including consensus building and conflict resolution around key issues. The involvement process should involve people, communities and constituencies that have historically not participated in the planning process.
- **Vision Statement.** The Comp Plan should have a vision statement about what Raleigh can and should be in the future. The vision should serve as a framework for the Comp Plan. The vision may be articulated in the comp plan as a statement in the plan's introduction, through themes or as a method of organizing the traditional comp plan elements.
- **Reduce the number of policy layers, such as District Plans, Neighborhood Plans and Small Area Plans.** The consultant team will explore with DCP staff the numbers of policy layers within a given area within the city. Furthermore, Small Area Plans and Neighborhood Plans should be analyzed for consistency with other Comp Plan elements. Historically, some small area plans and neighborhood plans have been the key tool through which neighborhoods protected their interests and expressed their agendas. The Update program should include creative approaches to engage neighborhoods and address neighborhood-level issues without using neighborhood and small area plans.

- **Incorporation of Visuals.** The DCP seeks to produce a Comp Plan that is highly visual, using maps, charts, renderings, photos, and other graphic tools to convey information and illustrate policies. The DCP also intends to create a website version of the Comp Plan that is highly interactive, with maps and graphic to serve as Comp Plan and also as a tool to educate the public about growth planning and development.
- **Reconciling City and County Interests.** The Comprehensive Plan includes a relationship to County Planning policy, particularly with Extra Territorial Jurisdiction (ETJ) boundaries and short and long-range service areas. Coordination between the City and the County is important to ensure that the respective parts of the Comp Plan are consistent and mutually supportive.
- **Consistency between the Comp Plan and Zoning.** Recent actions by the State Legislature have strengthened the role of the Comprehensive Plan in the rezoning process. Greater specificity in our Comp Plan is needed for effective application of these standards. The City's Zoning Map and Comp Plan's Urban Form Map are not entirely consistent. The current Comp Plan does not include a Land Use element or Map. The creation of a future land use map is needed and future amendments to both the zoning map and urban form should be identified and prioritized through the Comp Plan Update process.
- **Keeping the policies current:** Changes in the market place, evolving land use trends and rapidly changing growth patterns and the amount of land in the short and long-range urban service areas warrant examination on a regular basis. The comp plan should include methods to examine policies every year, with updates every 5 years and a new comp plan every 20 years.
- **Coordinating Multiple Planning Efforts.** The Comp Plan is one of several long-range planning efforts currently underway in Triangle Region. As the overarching policy guide for the city, the Comp Plan should drive and guide these other efforts—although this has not been the case in the past. The update should be coordinated with more specific plans now being prepared for transportation, parks, public facilities, schools, and housing. It should also be coordinated with the implementation of the Citywide Strategic Plan (and 39 Strategic Neighborhood Action Plans).
- **Relationship to the Region.** Raleigh is not alone in growth. The Triangle Region and the surrounding counties are experiencing similar growth patterns. Raleigh's future is interconnected with the transportation, economy, affordable housing and quality of life of the surrounding counties. In addition to addressing local issues, the Comp Plan should acknowledge regional issues and incorporate a regional perspective.

- **Planning for Equity.** Although the Comp Plan is a physical document with a focus on land use, it should address the social challenges facing the city. Spatial issues associated with affordable housing, public safety, and diversity should be addressed. Comp Plan policies should recognize social equity concerns and incorporate strategies to protect residents, improve access to jobs, and strengthen neighborhoods that are distressed or at risk.
- **Need for Measurable Objectives and Implementing Actions in the Document.** The existing Comp Plan has little implementation focus, lacks measurable objectives, and does not have an “implementation or action” component. The updated Comp Plan should identify follow-up tasks, assign responsibilities and timelines for these tasks, and include a means of evaluating progress and success. The specific actions, plans, and programs needed to implement Comp Plan policies should be outlined in the document. DCP was reorganized in 2006. Part of that reorganization created an implementation group to administer implementation actions and CIP items.
- **Linkage to the Capital Improvement Plan.** The current Comp Plan contains many recommendations that involve capital improvements, and some of these end up in the Capital Improvement Plan. However, the Plan does not specifically call out such items, nor does it necessarily discuss their priority and timing. Further, there is no mandate that all potential CIP items in the Comp Plan actually be reflected in the CIP. The intent is for the new Plan to create a much stronger link to the CIP, such that the Comp Plan is used as the primary document setting priorities in the CIP.
- **Infrastructure capacity (water, sewer, transportation).** With rapid growth has come increased stresses in keeping up with the demand for infrastructure, including roadways, water, sewer, and stormwater. The Land Capacity Analysis has revealed the potential for another 120,000 housing units and 87 million square feet of non-residential floor space within the City’s planning jurisdiction under current zoning. Accommodating this growth will require significant new investment. Strategies addressing both supply (capacity) and demand should be studied, including the infrastructure impacts of different growth patterns and scenarios, and the identification of areas where existing infrastructure could support increased development intensities.
- **Environmental sustainability:** Growth patterns within the City and region have resulted in what many consider to be a high quality of life, with a diverse housing stock, ample green space, and relatively manageable levels of traffic congestion. However, these same development patterns have raised sustainability issues with regards to issues including the region’s above-average per capita annual vehicle-miles traveled (VMT); the impacts of development on water quality; and the region’s worsening air quality. The City is interested

in pursuing policies that mitigate environmental impacts and promote reduced energy use and non-fossil fuel energy sources. An entire element is proposed to address these topics.

- **Transportation alternatives:** Along with the Triangle region, Raleigh has grown primarily in a suburban pattern over the last 30 years. Convenient opportunities for utilizing multiple travel modes are limited. As Raleigh continues to grow over the next 20 years and the capacity limits of transportation corridors are challenged, the need for travel alternatives and a supporting walkable development pattern will be necessary. The Comp Plan update should identify opportunities to expand transportation alternatives and identify appropriate service corridors and activity nodes.



## IV. SUGGESTED SCOPE

The following scope is presented as a guide for respondents. It is organized by topical area and plan element rather than task. Bidders are invited to craft and submit their own original scope; however, the key elements included in this scope should be addressed.

### A. City of Raleigh Responsibilities

The City of Raleigh will take the lead with regards to initial data collection, ongoing availability of data and GIS resources, public involvement, and specific elements typically prepared in-house. A more specific description is provided below:

- ***Project Management:*** The planning process will be managed from the City side by Ken Bowers, the Deputy Director of City Planning.
- ***Core Working Group:*** The planning process will be overseen by a Core Working Group containing representative of the five City departments with the greatest stake in the plan: City Planning, Public Works, Public Utilities, Parks & Recreation, and Community Development. The Core Group will include the Director, Deputy Director, and a Senior Planner from Planning; as well as one representative from each other department. The Core Working Group will meet on a regular basis both internally and with the consultant team, and will have responsibility for signing off on final written and graphic products.
- ***Stakeholder Task Force:*** The City may convene a Task Force that will meet on a less regular schedule to obtain input into the plan document as it evolves. The membership of this task force is still to be determined, but will likely include representatives of State and County government, major institutions including NC State and Wake Medical, and others.
- ***Data gathering:*** The City maintains extensive databases regarding property information, development applications and approvals, and rezonings, all of which will be of use in doing analysis of existing conditions and recent trends. This data will be made available in a useful format.
- ***GIS mapping:*** The City and County maintain an extensive library of GIS layers that will be made available. In addition, the City's GIS Division will be available to assist with mapping and analysis. We anticipate that the City can provide many of the more standard maps for the community inventory; and that the consultant team would take the lead on maps required for their own analysis and recommendations.

## B. Public Input Process

An extensive public participation process will be undertaken as part of the planning process. We anticipate that it will include, at minimum, the following meetings and activities:

- ***Kick-off meeting:*** A citywide public meeting will be used to kick off the planning process. This meeting will feature a presentation providing background on the Comprehensive Plan, a summary of recent trends and developments leading to the need for a new plan, and the anticipated scope of the new plan. The presentation will be followed by questions and answers. Representatives of the lead consultant will participate in this meeting and help present.
- ***Visioning Process:*** The first phase of the process should start with a visioning process that will include citywide public meetings as well as planning district meetings and possibly focus groups (described below). The Visioning Process should produce a Vision Statement for the city, which will be used as the policy framework to update the Comprehensive Plan.
- ***Planning District meetings:*** More detailed meetings will be held in each of the 10 Planning Districts. A full range of planning topics will be covered, with a particular focus on the geography of each district. The initial round of discussions may be organized as a SWOT exercise or a series of topical discussions (land use and zoning, transportation, parks, etc.). A second round of meetings will present draft recommendations for feedback. The second meeting may be held as a citywide meeting rather than a meeting in each of the 10 planning districts.
- ***Open houses:*** The City will host one or more Open Houses on the Comp Plan. These will feature booths organized by topic, each staffed with a departmental staff member or a representative of the consultant team. Each booth will have materials to hand out, and visitors will be able to provide comments and ask questions related to the particular topic.
- ***Focus groups:*** The consultant team, along with appropriate City staff, will hold a series of focus groups with key stakeholder groups. These are anticipated to include but are not limited to the following: the Homebuilders Associates, area hospitals, colleges and universities, Environmental Groups including the Sierra Club and Triangle Land Conservancy and several City of Raleigh Boards and Commissions.
- ***Regional planning bodies:*** Interim topical presentations, particularly related to transportation, may be scheduled for meetings of various regional planning bodies and committees, including CAMPO's Technical Coordinating Committee, and Triangle J-COG's Smart Growth committee.

- ***Presentations at hearings:*** Once complete, the Comp Plan will need to go through a formal adoption process. It is anticipated that this will include a joint Planning Commission/City Council public hearing; a Planning Commission hearing; one or more Planning Commission committee meetings; a Council meeting; and one or more Council Committee hearings. One or more representatives of the lead consultant will be expected to be available for most or all of these hearings and meetings.

## C. Proposed Elements & Responsibilities

The Comp Plan is proposed to have a substantially different outline than the current plan, including new citywide elements and a stand-alone downtown chapter with its own set of elements. A proposed outline for the plan, as well as the existing outline, can be found in the appendices to this report. The following outlines the list of proposed elements and delineates the current expectation as to whether the consultant team or City staff will take the lead in formulating the particular element.

### 1. *Proposed Elements*

- ***Vision Framework:*** The current plan does not include a vision that would provide a foundation for the future direction of the city and serve to organize the Comp Plan. The update process should start with a public visioning process to identify major issues and challenges as well as identify new directions and opportunities. The vision statement should identify key themes that will be used as a policy framework to update the Comprehensive Plan and as a mechanism to guide public discussions about the future direction of the City. The public visioning process should engage as many stakeholders as possible.
- ***Land Use:*** The current plan lacks a formal land use element. Land use guidance is contained within the Urban Form element and map, as well as the Retail Use Guidelines that set retail square footage caps for specific areas based on Urban Form designations. As a result, the plan provides only general guidance with regards to rezoning applications, and has little to say on the subject of how specific areas of the city are zoned. The proposed Land Use element will remedy this by creating a more specific set of land use recommendations including a Future Land Use Map that will be used as a guide to both rezoning petitions and potential City-sponsored rezonings. Implementation of the Land Use element may also involve text changes such as the creation of new districts, new overlay districts, or the modification of existing districts.
- ***Urban Form & Urban Design:*** The Urban Form element and Recommended Urban Form map are the primary tools by which the Comp Plan currently shapes the growth and development of the City. As noted above, the Urban Form element provides only general

guidance as to land use, and the City's Urban Design Guidelines only apply in certain areas designated as Village or Neighborhood Centers on the Urban Form map. Further, the Urban Form designations are symbols that do not correspond to parcel boundaries or other features, making it difficult to determine which properties are in or out of a designated center or focus area (for some areas, Policy Boundary Line provides this guidance). Four major modifications are contemplated for the Urban Form elements: adding Urban Design *Standards* as a component of all designated centers and focus areas, not just those which are pedestrian-oriented mixed-use centers; rethinking the existing urban form classifications; creating specific boundaries for the urban form designations which correspond to parcel lines, roads, and natural features; and creating standards for amending the boundaries of centers and focus areas.

- ***Circulation:*** Transportation planning currently exists in multiple documents: CAMPO's Long-range and Comprehensive Transportation Plans; NC-DOT's Transportation Improvement Plan; the City's Transportation Comp Plan element and the transportation component of the Capital Improvement Program; and Capital Area Transit's Five Year Plan. While the City's Comp Plan cannot and should not supplant these various documents, the Circulation Element should provide a one-stop reference for all transportation plans impacting the City, and should also provide a forum in which the City's transportation investment priorities can be coordinated with, and reinforce, the City's economic development and land use priorities and policies.
- ***Economic Development:*** The current economic development element contains no economic data or analysis and is not grounded in a comprehensive understanding of the regional economy and Raleigh's place within it. The new Economic Development element should correct these deficiencies and further provide more detailed policies with regards to non-residential land use, public investment priorities, and the potential need for greater economic development capacity at the municipal level.
- ***Housing:*** The housing element is used as a guide for the City's Community Development Department as relates to affordable housing provision and neighborhood reinvestment. The housing element should provide information on current and future housing needs with the aim of developing policies and regulatory changes that will increase the supply of affordable housing throughout all areas of the City. It should include a detailed inventory of housing stock and developable land. Recommended strategies should include tools for new production (e.g., inclusionary housing and community land trusts), as well as methods to preserve existing housing units (renter and owner-occupied, assisted and non-assisted). Design issues, energy efficiency standards, and a review of regulatory barriers to affordable housing should also be addressed.

- ***Arts and Culture:*** Raleigh is home to the NC Art Museum, the NC Symphony, and a host of smaller arts and culture venues and organizations, ranging from Artspace to local theater companies to a growing gallery scene. However, these efforts are not linked together as part of a shared vision for promoting the arts locally, nor has sufficient thought been given to how the arts might be better leveraged to promote downtown revitalization and citywide economic development. The Arts and Culture element should contain policies and recommendations guiding municipal support for the arts, the facilitation of arts-related events and venues, a process by which the City could encourage public art in public spaces and facilities, and how the arts relate to other Plan goals and policies.
- ***Environmental Resources & Sustainability:*** The world's cities are facing a growing array of environmental stresses and crises: climate change, oil and gas depletion, declining air quality, aquifer depletion, and reduced water quality. The City of Raleigh wishes to take a pro-active and leadership role in addressing these challenges. This element should provide a thorough analysis of the natural systems that support Raleigh's urban environment, and propose state-of-the-art practices in green building and planning that will help the City manage the environmental impacts of growth while decreasing fossil fuel dependency. A wide-ranging and long-term viewpoint is encouraged for this element.
- ***Regional Coordination:*** The Comp Plan should reflect that Raleigh is part of an interconnected region that shares an economy and a transportation and public utilities infrastructure. This element should address how regional plans have impacted the City's Comp Plan and, vice versa, how Raleigh's plan should impact regional plans and those of adjacent municipalities.
- ***Community Facilities:*** The siting and design of public facilities can have a significant impact on the neighborhoods in which they are located. With a new police headquarters and public safety center under consideration, and space to house municipal departments growing tighter, it is appropriate that the Comp Plan take a look at how the City might both meet its future space and facilities needs while also furthering its broader planning goals, including promoting downtown revitalization, corridor redevelopment, and environmental sustainability.
- ***Parks, Recreation & Open Space:*** A growing population will increase the demand for open spaces and recreational opportunities. The greenway network continues to be expanded and enhanced. The Dix property provides the opportunity for a significant new park adjacent to downtown. The Comp Plan should identify all other opportunities to increase the City's parks inventory and to better utilize existing park and recreational resources.
- ***Historic Preservation:*** The City's Historic Preservation element has not been updated in a significant amount of time. New studies of the City's architectural and historic resources have

either been completed in the interim or are currently underway. This element should update the existing inventories and set the stage for the next round of historic resource designations. The inherent relationship of preservation to environmental sustainability should be recognized, as well as how historic preservation relates to and enhances other Plan goals and policies, particularly in the areas of economic development, housing, arts and culture, and downtown.

- ***Public Utilities:*** The City’s Public Utilities Department provides water and sanitary sewer service to the City of Raleigh as well as customers in Garner, Wake Forest, Knightdale, Rolesville and Wendell. Public Utilities is continuing to add to its facilities to accommodate new growth, and is currently pursuing the potential for using reused “gray water” to meet certain non-potable water needs. The Public Utilities element should contain recommendations for achieving both demand management/reduction as well as capacity enhancements.
- ***Downtown:*** The downtown (center city) chapter is conceived of as a “mini-Comp Plan” that would incorporate many of the elements that are addressed at a more general level Citywide. The proposal for a separate chapter recognizes both the unique issues facing the downtown as well as the significant opportunities for downtown growth. With the guiding framework for downtown development—the Livable Streets Plan—now reaching the end of its useful life, a new, detailed downtown plan is in order. The downtown chapter should function both as a component of the overall Comp Plan and as a stand-alone document that can be used as a tool for attracting development to downtown.

## ***2. Anticipated Responsibilities***

The following elements will be the primary responsibility of the consultant team, with support provided by City staff:

### *Citywide elements*

- Land Use
- Urban Form & Urban Design
- Circulation
- Economic Development
- Housing
- Arts and Culture
- Environmental Resources & Sustainability
- Regional Coordination
- Implementation (including Capital Improvement Plan)

The following proposed elements will be the primary responsibility of City staff within the applicable departments, with the consultant team providing technical support and creative input:

*Citywide elements*

- Community Facilities
- Parks, Recreation & Open Space
- Historic Preservation
- Public utilities

*Downtown/Center City element*

- Land Use
- Urban Form & Design
- Circulation & Access
- Traffic

## **D. Project Deliverables**

The consultant team will be responsible for delivering drafts of all elements for which the team has primary responsibility. The team may also be asked to deliver interim documents related to these elements, such as background studies, technical memoranda, and draft policy recommendations. For elements on which the City has lead responsibilities, the consultant team may be asked to deliver specific studies or to work with staff in drafting policy recommendations. All deliverables should be supportive to, and not duplicative of, the routine planning done in various departments such as Parks and Public Utilities. Specific deliverables will be worked out with the consultant team following awarding of the bid and prior to finalizing the scope and contract.

## **E. Disciplines Required**

To complete the above referenced elements, consulting teams should include the following disciplines:

- Land use planning
- Urban design
- Zoning, including emerging best practices such as form-based codes
- Transportation planning and engineering
- Civil engineering
- Environmental engineering and planning, including “green” design and planning expertise
- Public participation
- Housing policy
- Regional planning

- Arts & Culture
- Economic Development
- Capital Improvement Planning and Coordination
- GIS



## **V. SUBMISSION DETAILS**

### **A. Submission requirements**

The deadline for submissions is close of business on February 23, 2007. No submissions received after this date will be considered. Bidders should submit ten (10) hard copies of their submission as well as one electronic copy on CD in PDF format to:

Physical Address:

Attn: Comprehensive Plan Update  
Department of City Planning  
City of Raleigh  
One Exchange Plaza, Suite 304  
Raleigh, NC 27601

Mailing Address:

Attn: Comprehensive Plan Update  
Department of City Planning  
City of Raleigh  
PO Box 590  
Raleigh, NC 27602-0590

Proposals should include the following contents:

- Cover letter identifying all firms proposed for the team
- Project understanding
- Project approach
- Scope of Work, including proposed deliverables. The scope should be responsive to the draft scope items presented in this RFP, but can propose to add, modify or delete scope items if it can be shown that such changes are of benefit to the project
- A proposed project budget, including estimated hours and billing rates for all personnel to be assigned to the project (Principals and senior staff to be identified by name, support staff can be identified by title)
- A proposed timeline, not to exceed 24 months from project initiation
- Current workload and firm/team capacity
- Team organization, including identification of the lead consultant and project manager, key personnel, and the roles and responsibilities of all sub-consultants

- Identification of any certified Minority- or Woman-owned Business Enterprise (MWBE) firms, if any, and their level of participation in the project. A list of certified firms can be found on the City's web site at: Home > Business > Economic Development > Business Assistance Programs
- A Quality Assurance plan
- A Statement of Qualifications, including professional resumes of key personal for each team member and descriptions of relevant work
- A list of three references for similar projects, including the name of the project, location, client name, contact name, and information, the date of the project, and budget amount
- An affirmation that all firms can and will be able to meet the city's requirements for vendor certification, found on the City's web site at: [www.raleighnc.gov](http://www.raleighnc.gov) > Business > Buy & Sell > Become A Vendor/Supplier
- An affirmation that all firms can and will be able to meet the city's non discrimination policy (attached as Appendix B)

## **B. Selection process**

The City of Raleigh has established a policy for selecting planning and engineering consultants. The purpose of this policy is to ensure that consultants are selected in a fair and uniform manner, that those selected for work are qualified and experienced in the disciplines required, and to ensure that every qualified consultant has the opportunity to be considered for providing professional services for the Project. The process for selection involves three stages:

### Stage One: Qualifications

Notification of this RFP is advertised on the City of Raleigh Finance Department web site (<http://www.raleighnc.gov/bidsandrfps>) and elsewhere. A Request for Proposals will be sent to all firms that express interest and request a copy of the Request for Proposals. Upon receipt of the proposal packages from respondents, the Planning Department will review the proposals and select a short list of firms. The Director will forward the short list to the Selection Committee for consideration.

### Stage Two: Selection Committee

A Selection Committee composed of Department Directors or designated representatives from various City Departments and the Wake County Planning Director will review the 'short list' of teams. The Selection Committee will schedule interviews with the short-listed firms. The based on the interview results, the Committee will prepare a prioritized 'short list' recommendation that will be forward to City Council. Council will be asked to authorize negotiation with the recommended team.

### Stage Three: Contract Negotiations

Following the City Council's approval to negotiate with the recommended consulting team, the Planning Department will begin negotiations. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, the Planning Department will begin negotiations with the second most qualified firm. The City Council will award a contract based upon successful negotiations.

## **C. Selection criteria**

The following criteria will be the basis on which consultants will be selected for further consideration (in no particular order):

- Specialized or appropriate expertise in the type of project.
- Past performance of the lead consulting firm, subconsultants, and their employees on similar projects.
- Demonstrated experience in conducting public meetings.
- Adequate and experienced staff and proposed design team for the project.
- Level of MWBE participation.
- Recent experience with successfully maintaining project schedules and budgets.
- Current workload and firm capacity.
- Proposed design approach for the project(s) and schedule for completion.
- Understanding of the area where the project is located.
- Demonstration of a project record free of significant technical problems and litigation resulting from errors or omissions.
- Proposed project budget and rate structure for proposed staff including all subconsultants.
- Other factors that may be relevant to the Project.

## **D. Ownership of documents**

All documents, maps and other graphics delivered by the consultant team to the City as part of this planning effort shall be the property of the City of Raleigh. The consultant team may also use the documents in other projects that it subsequently performs.

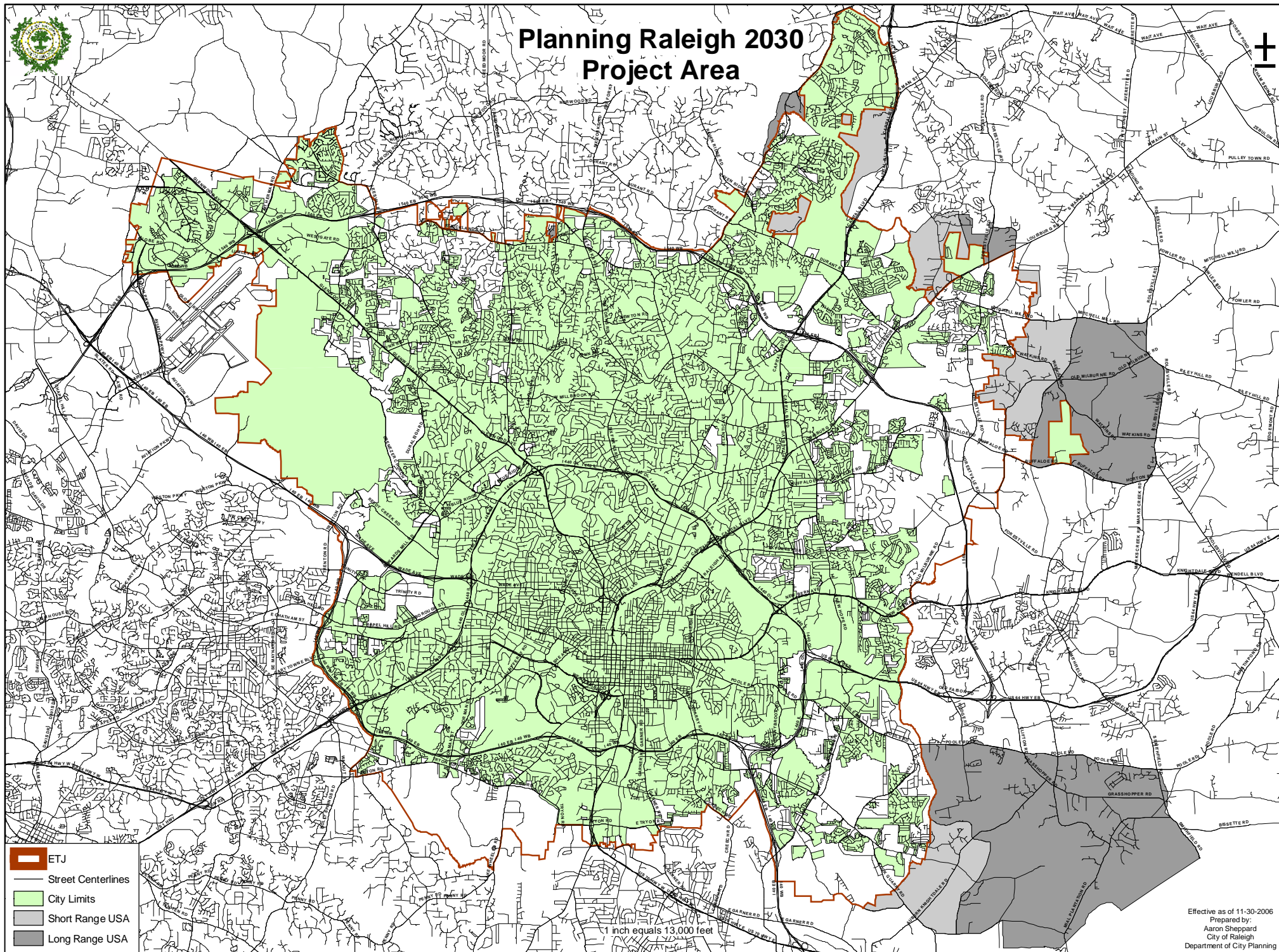
## **E. Right to reject proposals**

The City reserves the right to reject any and all proposals and to negotiate with any firm in a manner deemed appropriate to serve the best interests of the City.

## **APPENDIX A: MAPS**



# Planning Raleigh 2030 Project Area



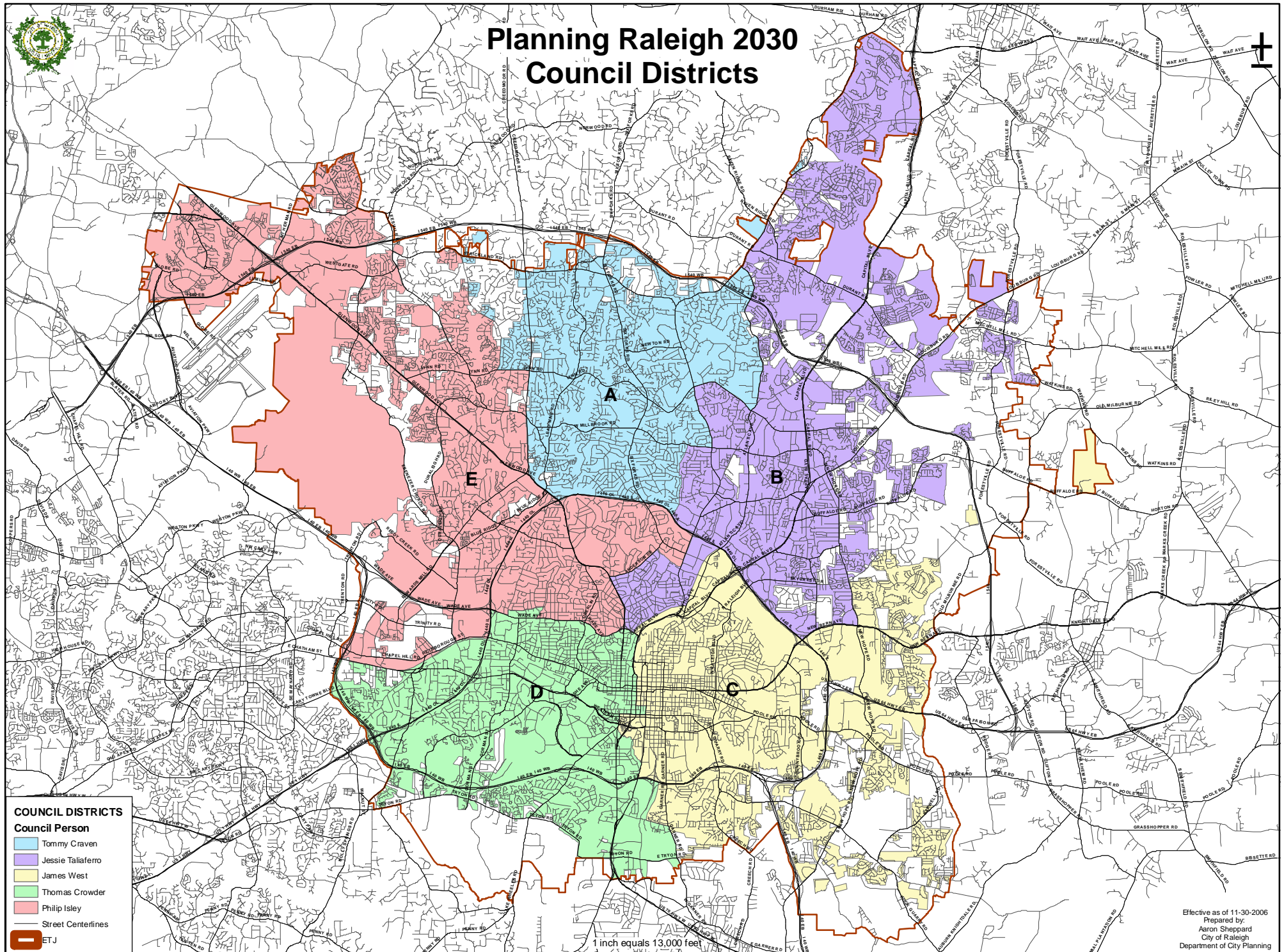
- ETJ
- Street Centerlines
- City Limits
- Short Range USA
- Long Range USA

1 inch equals 13,000 feet

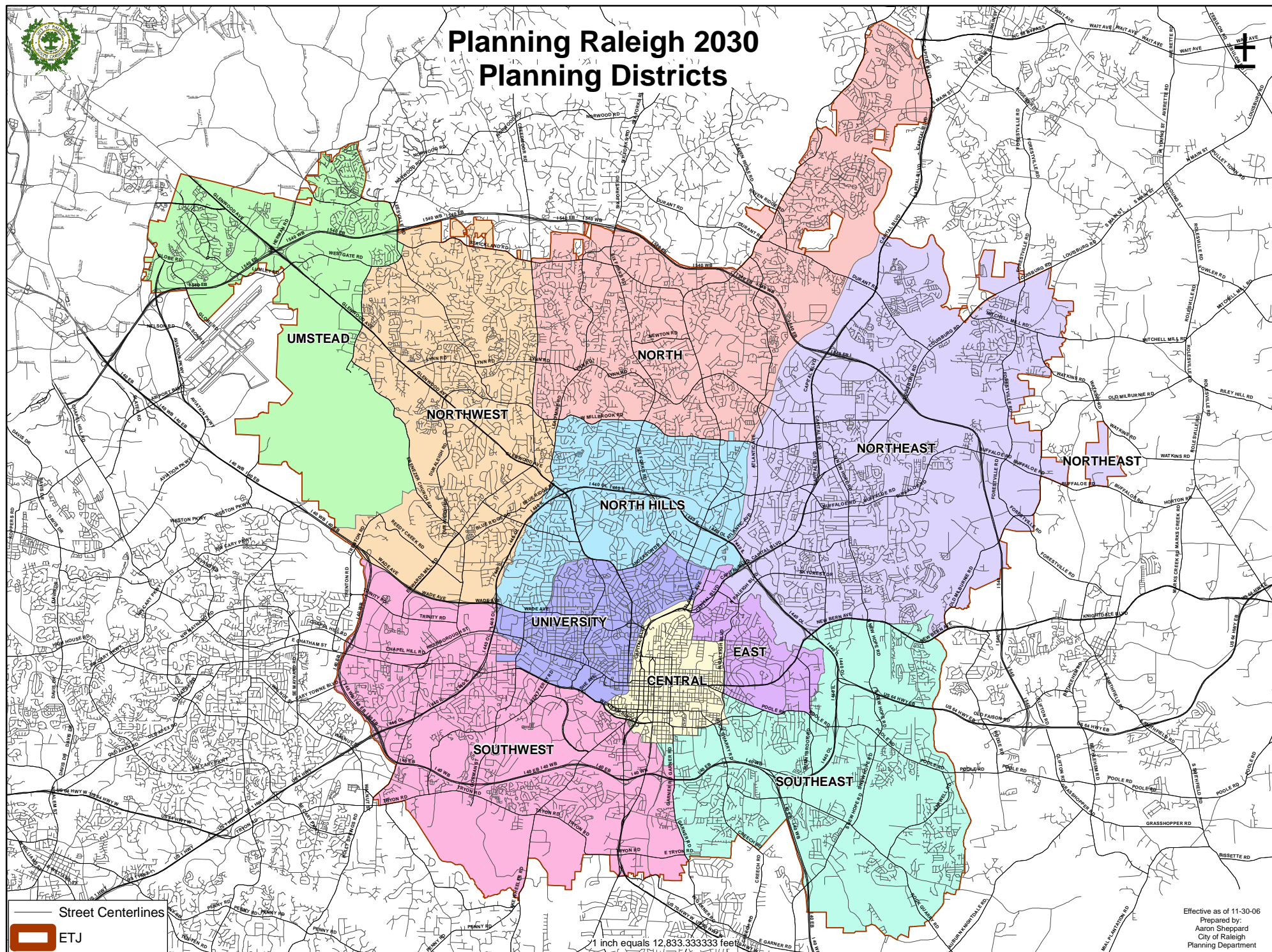




# Planning Raleigh 2030 Council Districts





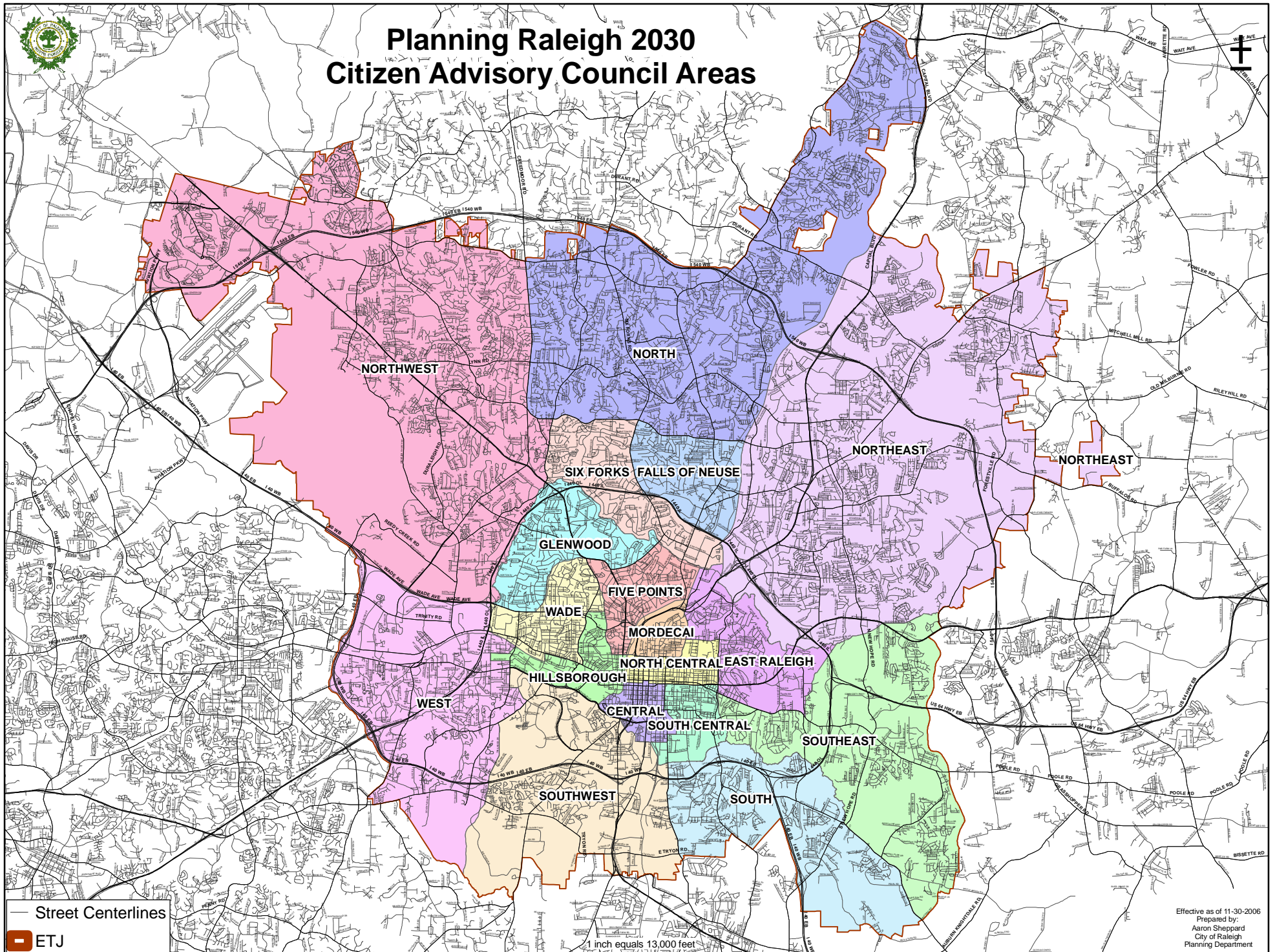


Effective as of 11-30-06  
Prepared by:  
Aaron Sheppard  
City of Raleigh  
Planning Department





# Planning Raleigh 2030 Citizen Advisory Council Areas



— Street Centerlines  
— ETJ

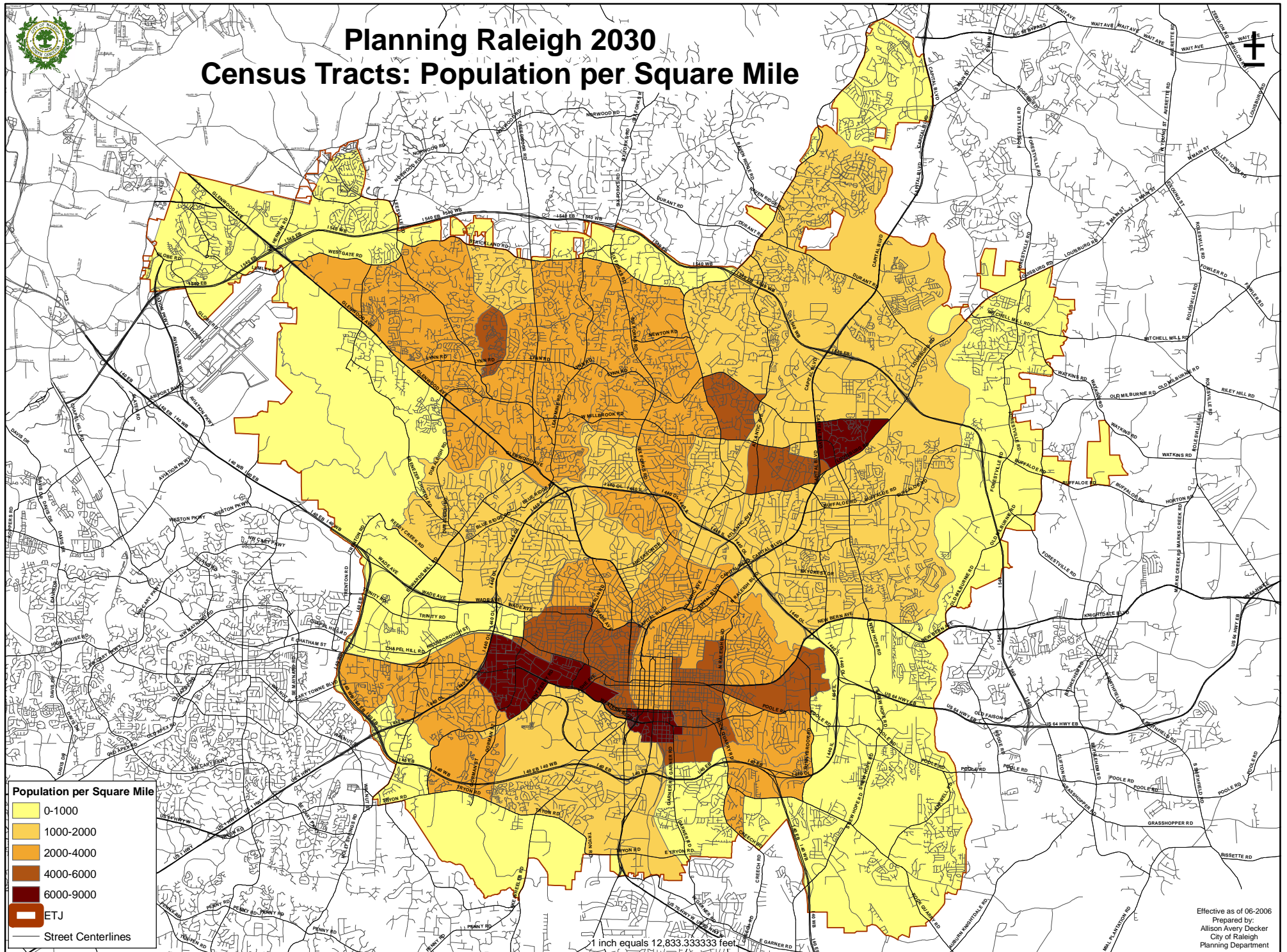
1 inch equals 13,000 feet

Effective as of 11-30-2006  
Prepared by:  
Aaron Sheppard  
City of Raleigh  
Planning Department





# Planning Raleigh 2030 Census Tracts: Population per Square Mile



**APPENDIX B: NON-DISCRIMINATION AGREEMENT (SAMPLE)**

**NORTH CAROLINA  
WAKE COUNTY**

**NONDISCRIMINATION AGREEMENT**

This agreement made and executed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_,  
by and between the undersign.

NOW, THEREFORE, in consideration of the signing of the parties thereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of age, sex, sexual orientation, handicap, race, color, creed or national origin with reference to the subject matter of that contract (bid), no matter how remote. The parties thereto further agree in all respects to conform with the provisions and intent of City of Raleigh Ordinance 1969-889, as amended. This provision being incorporated into the contract (bid) above referred to for the benefit of the City of Raleigh and its residents may be enforced by action for specific performance, injunctive relief, or other remedy as by law provided; this provision shall be construed in such manner as to prevent and eradicate all discrimination based on age, sex, sexual orientation, handicap, race, color, creed or national origin. This agreement shall be binding on the successors and assigns of the parties hereto with reference to the subject matter of the above-mentioned contract (bid).  
(SIGNATURES - See instructions below.)

Use the following form for signatures by a Corporation:

\_\_\_\_\_  
Corporate Name

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

(Corporate Seal)

Use the following form for signatures by an individual:

\_\_\_\_\_(seal)

Use the following form for signatures by an Individual Partnership:

\_\_\_\_\_  
Partnership Name

BY: \_\_\_\_\_

Use the following form for signature by a Corporate Partnership:

\_\_\_\_\_  
Partnership Name (Corporate)

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary

(SEAL)

Use the following form for signatures by a Limited Liability Company:

\_\_\_\_\_,L.L.C.

BY: \_\_\_\_\_  
Manager

## ACKNOWLEDGMENT

See Instructions Below

Use the following form for acknowledgment signature by a Corporation:

**STATE OF NORTH CAROLINA**

*Corporate*

**COUNTY OF** \_\_\_\_\_

This is to certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, before me personally came \_\_\_\_\_, with whom I am personally acquainted, who, being by me duly sworn, says that (s)he is the (Assistant) Secretary, and \_\_\_\_\_ is the (Vice) President of \_\_\_\_\_, the corporation described in and which executed the foregoing instrument; that the seal affixed to the foregoing instrument is said common seal, and the name of the corporation was subscribed thereto by the said (Assistant) Secretary, and that the said (Assistant) Secretary and (Vice) President subscribed their names thereto, and said common seal was affixed, all by order of the Board of Directors of said corporation, and that the said instrument is the act and deed of said corporation.

WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires \_\_\_\_\_

Use the following form for acknowledgment signature by an individual:

**STATE OF NORTH CAROLINA**

*Individual*

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public do hereby certify that \_\_\_\_\_, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

This the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

Use the following form for acknowledgment signature by an Individual Partnership:

**STATE OF NORTH CAROLINA**

*Partnership  
(Individual)*

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public do hereby certify that \_\_\_\_\_, general partner of \_\_\_\_\_, personally appeared before me this day and acknowledged the execution, with proper authorization, of the foregoing instrument, all in accordance with partnership instruments recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ in the \_\_\_\_\_ County Registry and that the instrument is the act and deed of the partnership.

This the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

Use the following form for acknowledgment signature by a Corporate Partnership:

**STATE OF NORTH CAROLINA**

*Partnership  
(Corporate)*

**COUNTY OF** \_\_\_\_\_

I, the undersigned Notary Public, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, before me personally came \_\_\_\_\_, to me personally known, who being by me duly sworn, did depose and say that (s)he is (Assistant) Secretary of \_\_\_\_\_, the corporation described in the foregoing instrument which corporation is a general partner of \_\_\_\_\_, a \_\_\_\_\_ General Partnership; that by authority duly given and as the act of said corporation, acting as General Partner of said General Partnership; the foregoing instrument was signed in its name by its (Vice) President, sealed with its corporate seal and attested by said (Assistant) Secretary.

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

Use the following form for acknowledgment signature by a Limited Liability Company

**STATE OF NORTH CAROLINA**

*L.L.C.*

**VI. COUNTY OF**

\_\_\_\_\_

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify  
that \_\_\_\_\_, Manager of \_\_\_\_\_  
\_\_\_\_\_, L.L.C., a limited liability company, personally appeared before me this day and  
acknowledged the due execution of the foregoing instrument on behalf of the company.

WITNESS my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_  
, \_\_\_\_\_  
19 ..

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

## **APPENDIX C: EXISTING PLAN OUTLINE**

1. INTRODUCTION
2. POPULATION AND EMPLOYMENT GROWTH
3. PLAN FRAMEWORK
  - 3.1. Goals and Objectives/Triangle Regional Development Principles
  - 3.2. Urban Form Terms and Policies
  - 3.3. Future Urban Services Area
  - 3.4. Guidelines
  - 3.5. Urban Design Guidelines
  - 3.6. Transit Oriented Development Guidelines
4. SYSTEM PLANS
  - 4.1. Water System
  - 4.2. Wastewater System
  - 4.3. Stormwater management Plan
  - 4.4. Parks, Recreation and Greenways
  - 4.5. Economic Development Strategy
  - 4.6. Housing Plan
  - 4.7. Other Municipal Facilities Plan
  - 4.8. Transportation Plan/CAMPO Transportation Plan
  - 4.9. Historic Preservation Plan
5. DISTRICT PLANS
  - 5.1. Central District
  - 5.2. East District
  - 5.3. North District
  - 5.4. Northeast District
  - 5.5. Northwest District
  - 5.6. North Hills District
  - 5.7. Southeast District
  - 5.8. Southwest District
  - 5.9. Umstead District
  - 5.10. University District
6. REGIONAL CENTER PLANS
  - 6.1. Northeast Regional Center Plan
  - 6.2. Triangle Regional Center Plan
7. CORRIDOR PLANS
  - 7.1. Atlantic Avenue/Litchford Road Corridor Plan

- 7.2. Capital Boulevard Corridor Plan
- 7.3. Creedmoor Road Corridor Plan
- 7.4. Martin Luther King, Jr. Boulevard Corridor Plan
- 7.5. Rock Quarry Road Corridor Plan
- 7.6. Southern Gateway Corridor Plan
- 7.7. US 401 Corridor Plan
- 7.8. US 64 Corridor Plan
- 7.9. US 70 Corridor Plan

## 8. NEIGHBORHOOD PLANS

- 8.1. Brookhaven Neighborhood Plan
- 8.2. Caraleigh/Fuller Heights Neighborhood Plan
- 8.3. College Park/Idlewild Neighborhood Plan
- 8.4. Glen Forest Neighborhood Plan
- 8.5. Gorman/Burt Neighborhood Plan
- 8.6. Kirby/Bilyeu Neighborhood Plan
- 8.7. Mordecai Neighborhood Plan
- 8.8. Oberlin Village Neighborhood Plan
- 8.9. Roylene Acres Neighborhood Plan
- 8.10. Runnymede Road Neighborhood Plan
- 8.11. South Park Neighborhood Plan
- 8.12. Westover/Mount Vernon Neighborhood Plan
- 8.13. Laurel Hills Neighborhood Plan
- 8.14. North Boylan Neighborhood Plan
- 8.15. Trailwood Neighborhood Plan
- 8.16. Oakwood Park Neighborhood Plan
- 8.17. Foxcroft Neighborhood Plan
- 8.18. Five Points East Neighborhood Plan
- 8.19. Cameron Park Neighborhood Plan
- 8.20. King Charles Neighborhood Plan

## 9. BUSINESS DISTRICT PLANS

- 9.1. Peace Street Business District Plan
- 9.2. University Village Business District Plan

## 10. WATERSHED PLANS

- 10.1. Falls Lake Watershed Plan
- 10.2. Swift Creek Watershed Plan

## 11. OTHER SMALL AREA PLANS

- 11.1. Blount/Halifax Small Area Plan
- 11.2. Blue Ridge Road/Lake Boone Trail Small Area Plan
- 11.3. Dorothea Dix/Centennial Campus Small Area Plan



- 11.4. Downtown Small Area Plan
- 11.5. Glenwood/Brooklyn Small Area Plan
- 11.6. Hayes Barton/Five Points West Small Area Plan
- 11.7. Hillsborough/Morgan Small Area Plan
- 11.8. Lake Lynn Small Area Plan
- 11.9. Leadmine/North Hills Small Area Plan
- 11.10. Method Small Area Plan
- 11.11. New Bern/Edenton Small Area Plan
- 11.12. Wade/Oberlin Small Area Plan
- 11.13. Pinecrest Pointe Small Area Plan
- 11.14. Raleigh Boulevard/Bufaloe Road Small Area Plan
- 11.15. Trailwood/Lineberry Small Area Plan
- 11.16. Wake Forest Road Small Area Plan
- 11.17. Wake Medical Center Small Area Plan
- 11.18. Wakefield Small Area Plan
- 11.19. West Hillsborough Small Area Plan
- 11.20. Westgate Small Area Plan
- 11.21. Six Forks/Strickland Small Area Plan
- 11.22. Cross Link Small Area Plan
- 11.23. Glenwood South Small Area Plan
- 11.24. I-540/Falls Small Area Plan
- 11.25. Neuse River East Small Area Plan
- 11.26. Triangle Town Center Small Area Plan
- 11.27. Arena Small Area Plan
- 11.28. Wake Crossroads Small Area Plan
- 11.29. Crabtree Small Area Plan
- 11.30. Stanhope Village Small Area Plan
- 11.31. Brier Creek Village Center Small Area Plan
- 11.32. Downtown West Gateway Small Area Plan

## 12. GLOSSARY

## **APPENDIX D: PROPOSED PLAN OUTLINE**

### **COMP PLAN: PROPOSED OUTLINE (1/11/07)**

1. INTRODUCTION
  - 1.1. Vision Framework
  - 1.2. City history
  - 1.3. Planning history
  - 1.4. Plan overview
2. COMMUNITY INVENTORY
  - 2.1. Population & housing characteristics
  - 2.2. Land Capacity Analysis and growth trends
  - 2.3. City & regional economic profile
  - 2.4. Existing land use
  - 2.5. Parks, recreation & open space
  - 2.6. Community Facilities
    - 2.6.1. Fire
    - 2.6.2. Police
    - 2.6.3. Schools
    - 2.6.4. Other public facilities
  - 2.7. Public utilities
    - 2.7.1. Water
    - 2.7.2. Sanitary sewer/wastewater
    - 2.7.3. Stormwater
  - 2.8. Circulation
    - 2.8.1. Traffic & roadways
    - 2.8.2. Transit
3. CITYWIDE PLAN ELEMENTS
  - 3.1. Introduction: Terms & Concepts
  - 3.2. Goals & Objectives
  - 3.3. Land Use
  - 3.4. Urban Form & Urban Design
  - 3.5. Circulation
  - 3.6. Economic Development
  - 3.7. Housing
  - 3.8. Community Facilities
  - 3.9. Parks, Recreation & Open Space
  - 3.10. Arts and Culture
  - 3.11. Environmental Resources & Sustainability

- 3.12. Historic Preservation
- 3.13. Regional Coordination
- 3.14. Public utilities
- 4. DOWNTOWN FRAMEWORK
  - 4.1. Introduction
  - 4.2. Goals & Objectives
  - 4.3. Land Use
  - 4.4. Urban Form & Design
  - 4.5. Circulation & Access
    - 4.5.1. Traffic
    - 4.5.2. Pedestrian facilities
    - 4.5.3. Parking
  - 4.6. Public Space Plan
- 5. SMALL AREA PLANS
- 6. IMPLEMENTATION
- 7. GLOSSARY